THE SALON® PROFESSIONAL ACADEMY

February 2026
CATALOG

1600 SARATOGA AVE STE 103
SAN JOSE, CA 95129
669.800.1760 | **www.tspasanjose.com**

THE NEXT LEVEL OF SALON PROFESSIONAL™

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MISSION STATEMENT

The Salon Professional Academy's goal is to graduate highly trained professionals who are prepared to work in 21st century salons and spas. As a member of The Salon Professional Academy franchise, we are dedicated to keeping our educational quality at the highest level in the cosmetology arts and sciences. Systems and programs are continually updated to stay abreast with our changing industry and to accelerate our student's success. In addition, we prepare our students to pass the California State Board licensing exam which is required to pursue employment.

CATALOG CONTENTS

The contents of this catalog reflect policies, procedures, and requirements of The Salon Professional Academy, hereinafter known as “The Academy,” & “Academy.”

HISTORY

The Academy opened in June 2011 and is owned by Lovit Corporation. The Academy with the owner’s qualifications, continually updated to stay abreast with the changing cosmetology profession and to motivate students. Our focus is keeping our educational quality at the highest level.

LOCATION

The Academy is located in 1600 Saratoga Ave #103, San Jose, CA 95129, conveniently located at Westgate Mall. The Academy location is where class sessions are held. We are located at Westgate Mall in West San Jose. The mall offers shopping and a food court. Parking is free.

RECOGNIZED BY REDKEN 5TH AVENUE NYC

The Salon Professional Academy franchise is exclusively “Recognized by Redken for Excellence in Education”. The Salon Professional Academy uses Redken retail and professional products. Redken provides the franchise Academy educators opportunities for Redken educator training. Redken does not have an ownership interest in The Academy.

AMENITIES AND EQUIPMENT

The Academy is an 8,300 square foot facility, which has a spacious hair care, nail care, and skin care educational areas. The facility also contains classrooms, a student lounge, and offices. The facility is used exclusively for training. Other educational business is scheduled outside normal business hours.

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BANKRUPTCY

The Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy in the preceding five years nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

PRIOR TO ENROLLMENT

Before enrolling a prospective student for admission, The Academy provides the prospective student a copy of The Academy Catalog, Student Handbook, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics. The prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students. All students admitted are beyond the compulsory age of attendance for the State of California. All students must be enrolled as a regular student in an eligible program.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

CATALOG RESPONSIBILITIES

The catalog is updated annually. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of an annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. This version of the catalog shall cover the period beginning 2/29/2026 and ending 2/28/2027.

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curricula.

VERIFYING STUDENT IDENTITY

There are no additional fees associated with verifying student identity in distance learning.

LIBRARY

Additional learning resources are provided for the all students that may consist in electronic format, such as computers, video and audio or by means of hard copy. The library is available for use during the day with permission from an educator.

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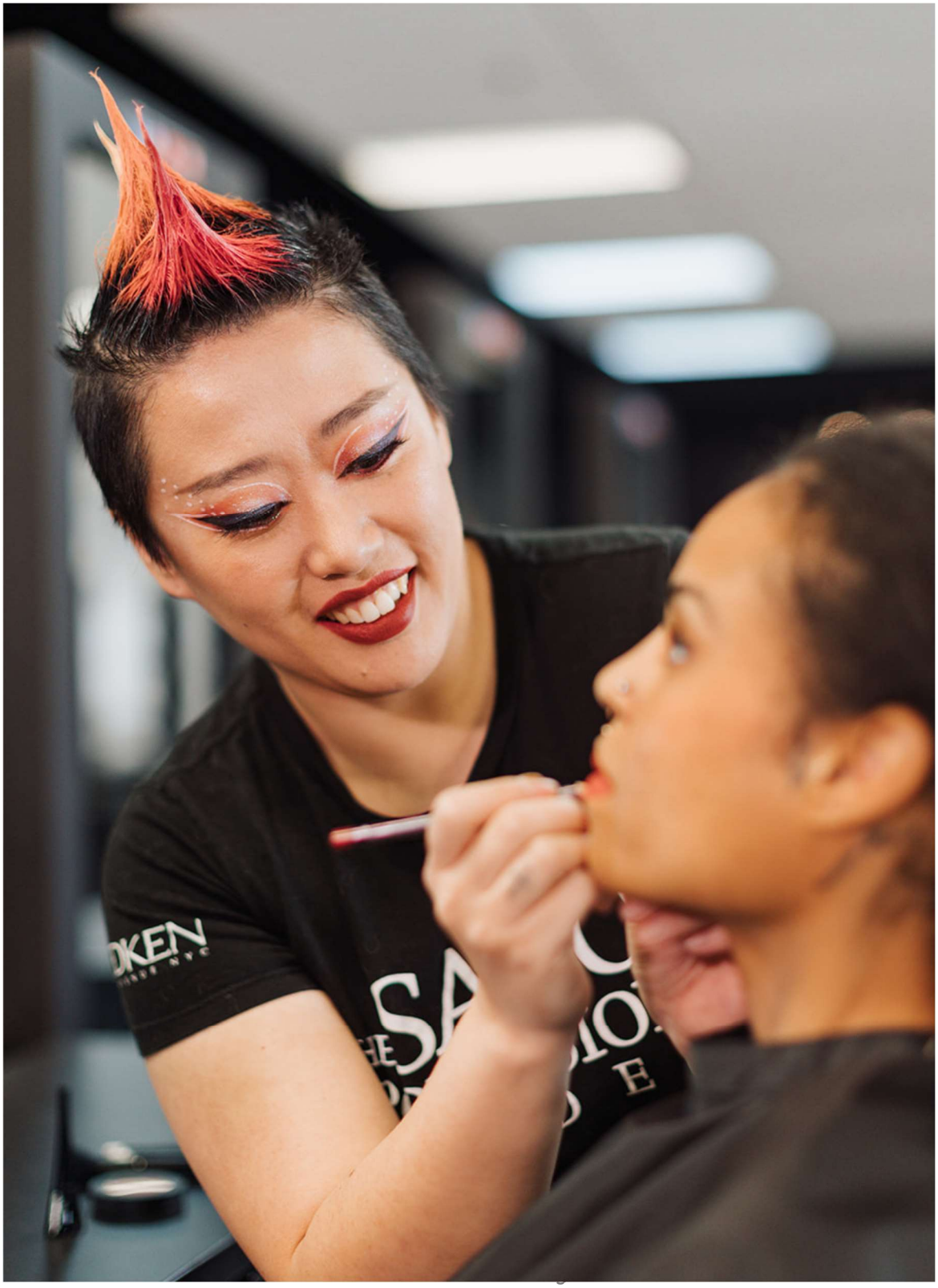

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ESSENTIAL INFORMATION FOR ALL PROGRAMS

THE APPLYING AND ENROLLMENT PROCESS

The Enrollment Application must be submitted to The Academy admissions office via the Internet, mail, or in person. Send a copy of high school and post-high school transcripts. Schedule an admissions interview meeting. During the meeting, you will meet staff and students. Information concerning curriculum, textbooks and kits, apparel code and career investment payment plans will be shared. Upon acceptance to The Academy, sign the enrollment agreement and pay the registration fee.
1All courses are taught exclusively in English, and the Academy also recruits exclusively in English. As such, English language services, such as ESL, are not provided. English language proficiency required of students is fluency in English as determined through the regular admissions process that is conducted exclusively in English. Students from other countries may be admitted provided that they meet all of the admissions requirements. The Academy does not provide visa services. The Academy will it vouch for student status if applicable.

EDUCATIONAL REQUIREMENTS

All students must have a valid high school diploma or G.E.D. certificate or equivalent. Prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students. The Academy has not entered into any articulation or transfer agreement with any other college or university.

ADMISSIONS REQUIREMENTS

The institution doesn't accept Ability-to-Benefit students. In order to be admitted on the first day of class for an educational course and/or program, the student must have completed / provided the following documentation:

- **Enrollment Application**
- **Valid Proof of Successful Completion of High School as evidenced by any of the items on the following non-exhaustive list:**
    - Copy of the student's valid high school diploma or G.E.D certificate (or equivalent) or Official High School Transcript to show proof of completion of high school listing the graduation date. The Academy does not accept online diplomas
    - A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category)
    - Have evidence of completion of home schooling that state law treats as a home or private school; or a copy of state-issued credential for secondary school completion if homeschooled (if applicable)

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- Proof of attainment of an Associate's Degree or higher that is acceptable for full credit towards a bachelor's degree by providing a copy of a college transcript showing college completion of college degree.
- Any foreign diploma must be verified for high school completion by an approved outside agency that is qualified to translate into English in order to confirm the academic equivalence to a U.S. High School Diploma

▪ **Personal Identification / Proof of Age:**
  - Copy of the student's identification, such as driver's license, passport, or government-issued identification, or birth certificate

▪ **Required Pre-Enrollment Forms / Policies, signed when applicable**

▪ **Enrollment Agreement, completed, signed and dated**
  - The enrollment agreement must be fully executed prior to the enrollee starting classes
  - The Academy maintains the original copy of this fully executed enrollment agreement
  - A copy of the signed agreement is provided to the enrollee and/or parent, legal guardian (when applicable)

▪ **Registration Fee paid in full**

DISTANCE EDUCATION POLICY

The Academy's programs offer some of its education through Distance Education online. Please see the course outline for details regarding the areas and percentage of those areas being completed through Distance Education.

1. Distance education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
2. The interaction with the instructor will be validated by regular measurable participation by clock hour in the academic programs. Participation will be documented within a log of all student activity comprised of comparative analysis of student academic performance through components of program curriculum semiannually (at a minimum) a record of regular and substantive interaction between student(s) and instructor(s).
3. A distance education assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
4. Upon completion of all curriculum requirements, the student must pass a comprehensive academic and practical final exam (which shall be administered on-campus) to include any applicable competencies required by the state licensure agency prior to graduation from the program.
5. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. a signed and dated copy of this disclosure will be found in the student file.
6. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.
7. The Academy estimates that approximately five business days may elapse between the Academy's receipt of student lessons, projects, or dissertations and the Academy's response or evaluation of the item(s) received.

In addition, please read the following:

• The student understands that any distance education through video/audio may be recorded.

• The attendance policy must be followed during on campus or off campus training. Students must be on

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time and present for all scheduled distance education trainings otherwise the student may need to make up hours per the attendance policy.
• Student must be engaged 100% of the scheduled hours during Distance Education. Failure to show will result in an absence.
○ Student engagement means that the student must work in one place, be on camera the entire time and attentive. Walking around, being on cell phones (other than for training purposes) will cause the student to be removed from training, which will result in a loss of hours. Students may not travel or shop during the training.
• If a student misses any time during a scheduled virtual training, the student will not receive credit for that time.
• The Satisfactory Academic Progress Policy must also be followed. Students must still maintain an 85% in grades and attendance and may not go over the maximum time frame.
• Student/Staff is aware of the technologies needed to complete the required portion of Distance Education. Which is as follows:
○ MIND TAP/CIMA WHICH ARE THE ONLINE TEXTBOOKS, WORKBOOKS, LESSON PLANS AND TESTS
○ SMARTFLEX ALLOWS STUDENTS TO CHECK THEIR OWN HOURS AND DAYS ATTENDED, STUDENT ACADEMIC PROGRESS (SAP) AND GPA
○ ZOOM, THE SOFTWARE USED FOR ONLINE CLASSES
○ STUDENTS NEED A TABLET, LAPTOP OR DESKTOP COMPUTER WITH INTERNET CONNECTIVITY TO PARTICIPATE IN ONLINE CLASSES AND COURSEWORK

TERMS OF RE-ENTRY

A student who must withdraw temporarily may re-enter under the following terms:

- The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
- The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- The student or student's family member required medical attention that required the temporary withdrawal.
- The student appealed to the owners in writing and won the appeal.

Under any one or a combination of the above conditions, the student will be re-admitted without prejudice. Upon re-entry (the day the student signs up to re-enter), all tuition and fees owed to The Academy from the original enrollment must be paid in full. The student will re-enter at the same SAP standing as when the student left and will retain the same attendance record as when the student left.

The Academy will charge a re-entry fee of $175 to students who have withdrawn and wish to re-enter more than 30 days after withdrawal. Students who withdraw and re-enter within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint following re-entry, as listed on the SAP Policy.

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If a student re-enters, for the remaining period of enrollment beyond the next closest SAP checkpoint, tuition will be at the then current level in the applicable catalog as of the date of re-entry. Tuition costs under this enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

EXPERIENTIAL CREDIT

The Academy does not award credit for prior experiential learning.

TRANSFERS

All accepted transfer hours will be credited at the beginning of the program. A possibility exists that no transfer credit will be granted. Students transferring from another franchise location of Salon Professional Education Company will be placed into an existing class based on level of completion recorded on their transcript. Courses with an 85% or higher grade will be eligible for transfer hours credit with a maximum of 100% of the Student's completed hours allowable for transfer in general education chapters. Tuition balances do not transfer from one school to another.

Students who first began a program on or after 5/29/2023 that withdraw from a program of study and subsequently enroll in a program with less total hours than their original program of study that prepares the student for qualification for the same examination type as their original program of study will have no transfer hours accepted from their prior program.

A student wishing to transfer may be accepted to an educational course / program after carefully evaluating the Student's academic records. Each transfer is evaluated on an individual basis. Students will be required to complete theory and practical training that are unique to our franchise system. The Cosmetology specific classes include: Principal Based Design and Finishing, Brand Specific Hair Color, Business Building Skills, Product Knowledge and Models for a total 350 hours. Esthetics specific classes and models include: Business Building Skills for a total of 25 hours. Subjects of similar nature will not transfer from other schools. For the remaining hours to full graduation requirements, the Cosmetology transfer students will pay the current total tuition cost for the full Cosmetology program divided by the number of hours in the full Cosmetology program per hour after transfer hours have been applied; Esthetics transfer students will pay the current total tuition cost for the full Esthetics program divided by the number of hours in the full Esthetics program per hour after transfer hours have been applied. Transfer students will be subject to over contract fees, if applicable.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at The Salon Professional Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to

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which you may seek to transfer after attending The Salon Professional Academy to determine if your certificate will transfer.

PREREQUISITES FOR EMPLOYMENT

Before enrollment, each applicant is provided a non-verbal access to information that reflects generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided. Such prerequisites are as follows.

In the state of California, you must have a license from the Board of Barbering and Cosmetology in order to work as a Cosmetologist or Esthetician. The following takes into account:

CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 480

BPC Section 480.
(a) Notwithstanding any other provision of this code, a board may deny a license regulated by this code on the grounds that the applicant has been convicted of a crime or has been subject to formal discipline only if either of the following conditions are met:
(1) The applicant has been convicted of a crime within the preceding seven years from the date of application that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made, regardless of whether the applicant was incarcerated for that crime, or the applicant has been convicted of a crime that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made and for which the applicant is presently incarcerated or for which the applicant was released from incarceration within the preceding seven years from the date of application. However, the preceding seven-year limitation shall not apply in either of the following situations:
(A) The applicant was convicted of a serious felony, as defined in Section 1192.7 of the Penal Code or a crime for which registration is required pursuant to paragraph (2) or (3) of subdivision (d) of Section 290 of the Penal Code.
(B) The applicant was convicted of a financial crime currently classified as a felony that is directly and adversely related to the fiduciary qualifications, functions, or duties of the business or profession for which the application is made, pursuant to regulations adopted by the board, and for which the applicant is seeking licensure under any of the following:
(i) Chapter 6 (commencing with Section 6500) of Division 3.
(ii) Chapter 9 (commencing with Section 7000) of Division 3.
(iii) Chapter 11.3 (commencing with Section 7512) of Division 3.
(iv) Licensure as a funeral director or cemetery manager under Chapter 12 (commencing with Section 7600) of Division 3.
(v) Division 4 (commencing with Section 10000).
(2) The applicant has been subjected to formal discipline by a licensing board in or outside California within the preceding seven years from the date of application based on professional misconduct that would have been cause for discipline before the board for which the present application is made and that is substantially related to the qualifications, functions, or duties of the business or profession for which the present application is made. However, prior disciplinary action by a licensing board within the preceding seven years shall not be the basis for denial of a license if the basis for that disciplinary action was a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code or a comparable

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dismissal or expungement.
(b) Notwithstanding any other provision of this code, a person shall not be denied a license on the basis that the person has been convicted of a crime, or on the basis of acts underlying a conviction for a crime, if that person has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code, has been granted clemency or a pardon by a state or federal executive, or has made a showing of rehabilitation pursuant to Section 482.
(c) Notwithstanding any other provision of this code, a person shall not be denied a license on the basis of any conviction, or on the basis of the acts underlying the conviction, that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, 1203.42, or 1203.425 of the Penal Code, or a comparable dismissal or expungement. An applicant who has a conviction that has been dismissed pursuant to Section 1203.4, 1203.4a, 1203.41, or 1203.42 of the Penal Code shall provide proof of the dismissal if it is not reflected on the report furnished by the Department of Justice.
(d) Notwithstanding any other provision of this code, a board shall not deny a license on the basis of an arrest that resulted in a disposition other than a conviction, including an arrest that resulted in an infraction, citation, or a juvenile adjudication.
(e) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact that is required to be revealed in the application for the license. A board shall not deny a license based solely on an applicant's failure to disclose a fact that would not have been cause for denial of the license had it been disclosed.
(f) A board shall follow the following procedures in requesting or acting on an applicant's criminal history information:
(1) A board issuing a license pursuant to Chapter 3 (commencing with Section 5500), Chapter 3.5 (commencing with Section 5615), Chapter 10 (commencing with Section 7301), Chapter 20 (commencing with Section 9800), or Chapter 20.3 (commencing with Section 9880), of Division 3, or Chapter 3 (commencing with Section 19000) or Chapter 3.1 (commencing with Section 19225) of Division 8 may require applicants for licensure under those chapters to disclose criminal conviction history on an application for licensure.
(2) Except as provided in paragraph (1), a board shall not require an applicant for licensure to disclose any information or documentation regarding the applicant's criminal history. However, a board may request mitigating information from an applicant regarding the applicant's criminal history for purposes of determining substantial relation or demonstrating evidence of rehabilitation, provided that the applicant is informed that disclosure is voluntary and that the applicant's decision not to disclose any information shall not be a factor in a board's decision to grant or deny an application for licensure.
(3) If a board decides to deny an application for licensure based solely or in part on the applicant's conviction history, the board shall notify the applicant in writing of all of the following:
(A) The denial or disqualification of licensure.
(B) Any existing procedure the board has for the applicant to challenge the decision or to request reconsideration.
(C) That the applicant has the right to appeal the board's decision.
(D) The processes for the applicant to request a copy of the applicant's complete conviction history and question the accuracy or completeness of the record pursuant to Sections 11122 to 11127 of the Penal Code.
(g) (1) For a minimum of three years, each board under this code shall retain application forms and other documents submitted by an applicant, any notice provided to an applicant, all other communications received from and provided to an applicant, and criminal history reports of an applicant.
(2) Each board under this code shall retain the number of applications received for each license and the

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number of applications requiring inquiries regarding criminal history. In addition, each licensing authority shall retain all of the following information:
(A) The number of applicants with a criminal record who received notice of denial or disqualification of licensure.
(B) The number of applicants with a criminal record who provided evidence of mitigation or rehabilitation.
(C) The number of applicants with a criminal record who appealed any denial or disqualification of licensure.
(D) The final disposition and demographic information, consisting of voluntarily provided information on race or gender, of any applicant described in subparagraph (A), (B), or (C).
(3) (A) Each board under this code shall annually make available to the public through the board's internet website and through a report submitted to the appropriate policy committees of the Legislature deidentified information collected pursuant to this subdivision. Each board shall ensure confidentiality of the individual applicants.
(B) A report pursuant to subparagraph (A) shall be submitted in compliance with Section 9795 of the Government Code.
(h) "Conviction" as used in this section shall have the same meaning as defined in Section 7.5.
(i) This section does not in any way modify or otherwise affect the existing authority of the following entities in regard to licensure:
(1) The State Athletic Commission.
(2) The Bureau for Private Postsecondary Education.
(3) The California Horse Racing Board.
(j) This section shall become operative on July 1, 2020.
BPC 7321. Qualifications to Take the Cosmetology Examination
The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:
(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following: (1)Completed a course in cosmetology from a school approved by the board. (2)Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
(3)Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board. (4)Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board. (5)Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).
7324. Qualifications for Admittance to Take Esthetician Exam
The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:
(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following: (1) Completed a course in skin care from a school approved by the board.
(2) Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the

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study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1). (3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).

OBJECTIVE

The objective of The Academy is to educate and train students to become cosmetology service providers with professional standards in cosmetology, esthetics, and nails.

ORIENTATION

All programs have a student orientation completed during the Enrollment Agreement Signing Process.

CLASS SIZE

Early enrollment is encouraged. Class sizes are limited at The Salon Professional Academy.

HOURS

The Academy is open Monday-Saturday plus evenings. Schedules are pre-determined which define the students hours of attendance. The student's student salon training area and classroom schedule will be given at the time of enrollment. Schedules are the same for 1500 hour and 1000 hour Cosmetology and 900 and 600 hour Esthetics programs.

ESTHETICS PART TIME | FOUNDATIONS & ADVANCED
TUESDAY 5:30pm-9:30pm
WEDNESDAY 5:30pm-9:30pm
THURSDAY 5:30pm-9:30pm
SATURDAY 10am-6pm – Every other (with one hour lunch)

ESTHETICS 3/4 TIME | FOUNDATIONS
MONDAY 9am-5pm (with one hour lunch)
TUESDAY 9am-5pm (with one hour lunch)
FRIDAY 9am-5pm (with one hour lunch)

ESTHETICS 3/4 TIME | ADVANCED
MONDAY 9am-5pm (with one hour lunch)
TUESDAY 9am-5pm (with one hour lunch)
WEDNESDAY 10am-5pm (with one hour lunch)
THURSDAY 9am-5pm (with one hour lunch)

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COSMETOLOGY FULL TIME | FOUNDATIONS
MONDAY 9am-5pm (with one hour lunch)
TUESDAY 9am-5pm (with one hour lunch)
WEDNESDAY 10am-5pm (with one hour lunch)
THURSDAY 9am-5pm (with one hour lunch)
SATURDAY 10am-6pm (with one hour lunch)

COSMETOLOGY FULL TIME | ADVANCED
TUESDAY 9am-5pm (with one hour lunch)
WEDNESDAY 10am-5pm (with one hour lunch)
THURSDAY 9am-5pm (with one hour lunch)
FRIDAY 9am-5pm (with one hour lunch)
SATURDAY 10am-6pm (with one hour lunch)

COSMETOLOGY PART TIME | FOUNDATIONS & ADVANCED
TUESDAY 5:30pm-9:30pm
WEDNESDAY 5:30pm-9:30pm
THURSDAY 5:30pm-9:30pm
SATURDAY 10am-6pm (with one hour lunch)

COSMETOLOGY TRIO (3/4 TIME) ‑ THIS SCHEDULE IS OFFERED AFTER FULL TIME OR PART TIME FOUNDATIONS HAS BEEN COMPLETED
TUESDAY 9am-9:30pm (with one hour and ½ hour breaks)
THURSDAY 9am-9:30pm (with one hour and ½ hour breaks)
FRIDAY 9am-5pm (with one hour lunch)
OR SATURDAY 10am-6pm (with one hour lunch)

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CLASS START DATES

Cosmetology classes start every four weeks. Class Start Dates are shown on the Catalog Insert #2. If The Academy cancels or alters a program start date; the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

SCHOLARSHIPS

Please contact the Admissions office for available scholarship applications.

FINANCIAL ASSISTANCE

Payment Plans are offered at The Academy. Financial assistance is available to those students who qualify. The Academy makes accessible, from time to time and as financing permits, a private grant opportunity available to qualifying students. The Academy participates in Federal Title IV Financial Aid Programs.
If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

TEXTBOOK AND KIT

Students are required to purchase from The Academy textbooks and kit items, required for the Educational Program, which are available only through suppliers that sell to licensed professionals / cosmetology colleges. The Academy sells textbook and kit items to the Student at the same cost (for these items) incurred by The Academy. In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy, from time to time, may change the selection of textbook and kit items and it reserves the right to do so at its discretion. The Student will receive the appropriate textbooks and supplies required for the Educational Program from The Academy at the appropriate time that The Academy determines. Textbooks and supplies are subject to change at the discretion of The Academy. Private payments may be made in cash, check or credit/debit card.

(Students will at his/her own cost, provide and wear Academy approved apparel and shoes. Students provided their own basic classroom school supplies such as stationery supplies that may include pens, pencils and notebooks for note taking. Materials for class projects will be announced in the class or through other notice from The Academy.)

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APPAREL CODE

Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

HOLIDAYS

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Eve, Christmas Day, and New Year's Eve are the holidays which The Academy is closed for observance.

DIPLOMA

The Student completing training at The Academy will receive a diploma and Official Transcript upon the successful completion of the program's required hours of training; completion of required work having received an 85% average while at The Academy; all state required theory and state/school required practical projects and/or practical instruction; completion of all exit paperwork and attendance at an exit interview, and making satisfactory arrangements approved by The Academy for payment of debts owed The Academy/(or debts owed The Academy have been paid in full.) While The Academy may change the required projects to meet the needs of the Students training, such changes may not affect the Student retroactively.

GRADUATION

The following are required to graduate from all educational programs at The Academy, including the Educational Program: state required hours have been successfully completed; all assignments, including tests and projects have been completed; 85% attendance and 85% GPA; all state required theory and state/school required practical projects and/or practical instruction; all tuition and other charges agreed upon have been paid in full or are being paid under an arrangement that is acceptable to The Academy; and all other contract fees, including incurred over contract fees have been paid in full.

HOUSING

The Academy does not provide student housing, and has no responsibility to find or assist a student in finding housing. The Academy does, however; provide information regarding property management companies on a case by case basis according to student requests. Contact the admissions office concerning questions related to housing needs. Housing is available in the general area (Santa Clara County.) Average housing costs can vary from approximately $2215 - $3054 per month in the county.

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RECORDS

The Academy guarantees the right of students to gain access to their files.
The Academy retains student records physically and digitally. The Academy contracts with SMART School Management Software to record, among other things, the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution. SMART School Management Software also records, for each student granted a degree or certificate by the Academy; the degree or certificate granted and the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based, and the grades earned by the student in each of those courses. Transcripts are maintained permanently.
The physical files contain all of the following, and are located on site in fire resistant cabinets:
1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
(B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
(C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
(D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
(2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
(3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
(4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:
(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
(C) Credit for courses earned at other institutions;
(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
(E) The name, address, website address, and telephone number of the institution.
(6) For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
(7) The dissertations, theses, and other student projects submitted by graduate students;
(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

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(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
(11) Copies of any official advisory notices or warnings regarding the student's progress; and
(12) Complaints received from the student.

EXTRA EDUCATION

There are opportunities for additional educational events available to The Academy students. These opportunities will be announced to the entire student body in advance of the educational event.

STUDENT SERVICES

The Academy provides access to a Financial Aid Administrator and a Student Advisor. Should students require assistance with Title IV, they may make an appointment to receive assistance or information with the Financial Aid Administrator. If a student has questions or concerns regarding academic standing, they may make an appointment, and meet, with the Student Advisor to review.

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ACADEMIC INFORMATION

GRADING SCALE

Please refer to the Programs of Study section for grading scale.

INCOMPLETES

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

INADEQUATE GRADES

Inadequate grades may indicate a student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

SUSPENSION

Students may be suspended for tardiness, absences, refusal to perform services on a client unless the alternate practical training clause of the enrollment agreement is in effect, or for inappropriate behavior with a peer, staff member, or a student salon training area guest. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

TERMINATION

The student's enrollment may be terminated by The Academy for any of the following reasons: failure to comply with any of The Academy rules or policies including but not limited to: insufficient progress; nonpayment of tuition; refusal to follow directions of educators; violation of state laws or regulations; disruptive behavior or improper conduct; any action which causes or could cause bodily harm to a student salon area guest, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act. In the case of termination by The Academy, refunds, if any, will be determined in accordance with The Academy Withdrawal and Settlement Policy. Release of hours completed will be given to the withdrawn/terminated/expelled student once all tuition debt owed to The Academy has been paid in full. The Academy will issue a proof of training to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed The Academy.

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COMPLAINT PROCEDURE

Complaint / grievance procedures are included in the Student Handbook as part of the student orientation process prior to signing the Enrollment Agreement, assuring all students are aware of The Academy policy and procedures when filing a complaint.

Complaint / grievance procedures are included in the **Student Handbook** as part of the student orientation process, assuring all students are aware of The Academy policy and procedures for filing a complaint. The Academy will make every attempt to resolve a complaint that is not frivolous or without merit. Evidence of all final resolutions to a complaint will be kept in The Academy files and will be available during an accreditation onsite visit, in order to determine nature, frequency and patterns of complaints against The Academy.

If applicable, The accrediting body will not intervene on behalf of students in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, and similar points of issue, unless the context suggests unethical or unprofessional actions that seriously impair or disrupt the educational services of a candidate or accredited institution. All procedures below must be exhausted prior to filing a complaint with the accrediting body, if applicable.

Parties Who May File a Complaint / Grievance
A complaint / grievance may be filed by any party who has good reason to believe that The Academy is in error regarding an Academy policy. Or any complaint resulting in a violation of accreditation standards by The Academy, which include standards required to gain or maintain accreditation by an accredited or an initial applicant or institution in candidate status, if applicable. Additionally, students who allege their Title IX rights have been violated may file a complaint / grievance according to this Complaint Policy. Other parties include but are not limited to, students and former students of The Academy, prospective students, governmental agencies with responsibility for activities of cosmetology or massage schools, members of the public, and other accredited schools.

Complaint / Grievance within The Academy
If a person has a complaint that needs to be addressed, the following procedure should be followed:

- Discuss the situation or concern with an educator or the Operations Director.
    - The Operations Director reports all concerns to the owner(s) of The Academy.
- Should a formal complaint become necessary, the student should register the complaint in writing on The Academy designated form within 60 days of the actual date the grievance occurred.
- The complaint should be given to the Title IX Coordinator / Compliance Officer of The Academy.
- The anticipated timeline to resolution of a grievance is 60 calendar days or less.
- The Title IX Coordinator at The Academy is Magdalena Wozniakowski and can be contacted by email at magdalena@TSPASanJose.com or by phone at (408)- 579 -9111.
- The complaint will be reviewed by the Title IX Coordinator and The Academy management, as it becomes necessary.

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    - A response will be sent to the student in writing within 10 calendar days of receiving the complaint. The initial response will notify the student of the investigation process and any actions being taken in regard to the complaint.
- If necessary, the complaint will be referred to an appropriate agency (if applicable) pending the complaint cannot be resolved by Academy management.
    - If The Academy is not able to resolve the complaint, the complaint should report to the following agencies in this order until a resolution is found:

Bureau for Private Postsecondary Education
Physical address: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834,
Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov,
P (916) 574-8900, F (916) 263-1897, Toll free (888) 370- 7589.

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin St, Alexandria, VA 22314.
Phone number: 703-600-7600.

U.S. Department of Education **|** Federal Student Aid
Program Compliance **|** San Francisco/Seattle School Participation Division
50 Beale Street, Suite 9800 | San Francisco, CA 94105-1863
(415) 486-5618 Office | (415) 486-5676 Fax

- Interviews of appropriate and students regarding the complaint will take place if deemed necessary.
- In extreme cases, Academy management may appoint a hearing committee to conduct an informal hearing regarding the complaint.
- The hearing committee will consist of an Academy (non-owner) educational staff member not involved in the complaint, the Title IX Coordinator of The Academy, a person not related to the student filing the complaint or another student, and a non-employed Academy individual who cannot be related to The Academy owner(s).
- The informal hearing will take place within less than 10 calendar days from the formation of the hearing committee.
- The student filing the complaint must be present during the hearing and the student will be given an opportunity to present their case, followed by The Academy response, followed by a hearing committee question / answer session of all parties involved.
- Within 15 calendar days of the hearing, the committee will prepare a summarized report of witness' testimony and a committee recommendation for resolution.
- Academy management may accept, reject, or modify the recommendation by the committee.
    - The Academy owner(s) may accept, reject, or modify the recommendation by the committee.
- Student's must complete and exhaust The Academy's internal complaint procedure prior to contacting accrediting or government agencies.
- If the student has tried to resolve the issues through the Academy's complaint process and is unsuccessful, the student may contact the California State Board at:

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Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210
Fax (916) 575-7281
Web site: barbercosmo.ca.gov

- If the complaint escalates to accrediting or government agencies, if applicable, the student must show that The Academy's complaint procedure has been followed and indicate why the matter is considered unresolved at the time of submitting the complaint.

If applicable, the student must submit a signed formal complaint form (available at www.naccas.org) to the Executive Director of the Commission.
The Academy's accreditation agency may be contacted at:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
Phone number: 703-600-7600.

Content of the Complaint / Grievance

- The student must use The Academy provided complaint form when submitting a formal complaint. Complaint must include basis of any allegations of noncompliance with accrediting or government agency rules of practice.
- Contain all relevant names and dates with a brief description of the basis of the complaint.
- Attach supporting documentation or materials in regard to the allegations.
- Complaints that are filed seeking recompense for an individual grievance cannot be kept confidential since information must be obtained from The Academy to address the person(s) allegations.

Submitting a Complaint to The Academy's Accrediting Body

- If submitting a complaint / grievance to the accrediting body, include a release from the complainant(s) authorizing the Commission to forward a copy of the complaint, including the identity of the complainant(s) to The Academy.
- If the accrediting body requests additional information, a complaint form shall be sent to the complainant and whereby the complainant will have 21 calendar days to respond with the completed complaint form. If the completed form is not returned within 21 calendar days, the complaint will be abandoned by the accreditation body, if applicable.
    - The Executive Director of the accrediting body shall acknowledge the receipt of the complaint within 10 business days of arrival.
    - If the complaint fails to meet accreditation requirements, the complaint shall be referred to a committee established by the accrediting body, if applicable.

Notice of the Complaint and Accreditation Reponses

- The accrediting body will notify The Academy of such filed complaint and provide a copy of the complaint or summary of the allegations outlined in the complaint along with the accreditation

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Standards and Criteria, Rules of Practice and Procedure, accreditation objectives or other Commission requirements which were allegedly violated.

- Within 10 calendar days after receipt of complaint, the Executive Director, when applicable, shall encourage an informal resolution or settlement of the dispute.
- Within 21 calendar days, if an informal resolution is not reached, a formal written complaint must be sent to The Academy and the accreditation body, when applicable, which shall advise The Academy that it has 21 calendar days from the date of receipt of the notice to submit a response to the complaint.
- The response of The Academy must list all defenses The Academy intends to assert and shall be accompanied by documentation supporting The Academy's response.
    - The accrediting body, if applicable, may request additional information at any time.
    - The Academy's responses and any other information concerning the complaint proceeding shall be sent by certified mail, return receipt requested within 21 calendar days of the notice of the filing of the complaint.

Accreditation Action, if applicable, on a Complaint

- Upon expiration of the time limits for submission of The Academy's response or for submitting additional information that was requested, the designated committee or the Commission, if applicable, shall take one or more of the actions authorized in the Accreditation Rules, if applicable. In addition the following actions may be taken.
    - Determine that the information received is insufficient to constitute a complaint.
    - Encourage an informal resolution or settlement of the dispute.
    - Declare the complaint resolved.
    - Refuse to process any complaint that has been determined to be frivolous or without merit, brought due to aggravation or due to oppressive reasons or submitted anonymously.
- If the accrediting body, when applicable, refuses to process a complaint, and if the complainant's identity is known, will return the complaint to the complainant and provide a statement of the reasons for denying the processing of the complaint.
    - The complainant may file a new complaint, which meets the accreditation requirements, when applicable, if the previous complaint was rejected.

All documentation regarding a complaint shall be kept in The Academy files.

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CAREER FORECASTING

PLACEMENT

The Academy staff maintains contact with salons and spas in order to assist students in job placement. Although The Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. As part of their training, students are prepared to seek employment. Job possibilities are posted in the student lounge. Follow up procedures are conducted with students and employers of our graduates to help The Academy to continually prepare for future employment opportunities for Academy graduates.

RECIPROCITY

Licensed cosmetologists and estheticians from California may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.

REQUIREMENTS

The Salon Professional Academy offers educational programs in the state of California that only apply to licensing in the state of California. The Academy has not determined if courses may transfer to any other state.

Licensing for cosmetology in the state of California includes students completing at least 1000 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. The Salon Professional Academy offers 1000 and 1500 hour Cosmetology programs approved by NACCAS. Licensing for esthetics in the state of California includes students completing 600 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. The Salon Professional Academy offers a 600 hour Esthetics programs approved by NACCAS. Licensing for barbering in the state of California includes students completing 1000 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. The Salon Professional Academy offers a 1500 hour Barbering program approved by NACCAS.

CAREER OPPORTUNITIES

Licensed cosmetologists, estheticians, and barbers have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school.

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ACADEMY POLICIES

POLICIES

During the enrollment process, each student is given a copy of the Student Handbook and agrees to abide by The Academy policies including the standards of attendance, conduct, appearance and courtesy to all. All students attending The Salon Professional Academy must maintain Satisfactory Academic Progress (SAP), which is defined as reaching each checkpoint of training with an average theory and practical grade of 85% and 85% attendance. The Satisfactory Academic Progress Policy is given to students prior to signing an enrollment agreement.

ELECTRONIC SIGNATURE POLICY

Every person who is able to enter or alter information in an electronic record must be identifiable by name or another specific identification marker in the school's computer system or network that will enable the state of CA as well its accrediting body and the Department of Education, if necessary, to determine such person's identity and relationship to the school. This may be accomplished by means of an electronic signature. The Academy may be required to provide on demand a complete history of persons accessing a record, which shows each person who accessed the record, and the date and time of access, in chronological order, that directly connects such persons to their access to the record via a specific password or other similar identifying marker.

• An electronic record must be password-protected. The Academy must designate one or more staff persons, identifiable upon request, who know each record's password, whose access to the records for which they have a password can be audited, as provided above, who are responsible for the custody and safe-keeping of the passwords, and the records to which the passwords apply, and for not disclosing passwords to persons whom the school does not specifically designate to know them. Persons whom The Academy does not designate to know a record's password should not be permitted to access that record. Schools need not password-protect each individual electronic record with its own password, so long as there is some password barrier between the record that is being accessed, and use of the password may be linked to access of the record, and to the person who accessed it. For example, an electronic record may be maintained within a part of a computer network which also contains other electronic records. A password may apply to this part of the network as a whole, so long as the person accessing a record within this part of the network using the password may be identified when the record is accessed.

• Schools may use electronic signatures in connection with their use of electronic records. However, in the case of enrollment agreements, in addition to complying with the regulations governing enrollment agreements, electronic signatures may only be used if a student, after signing the agreement, and before instruction begins, meets the agent who enrolled him or her in person, is presented with the agent's valid certificate, and is informed by the agent of the purpose of this interaction, and the agent's electronic signature is placed on the enrollment agreement.

• The Academy will maintain all student personally identifiable information in confidence and in accordance with all applicable privacy laws and regulations.

• If a given record is subject to one or more laws or regulations, The Academy using such a record in an

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electronic form must comply with any such laws or regulations applicable to that record, as if it were *not* in electronic form, or as required by such laws or regulations if they apply to the record in its electronic form.

STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in a termination.

ATTENDANCE POLICY

Attendance Expectations
• Daily attendance is the responsibility of each student.
• Expectations are for students to attend their full contracted schedule and to complete all state-mandated training.
• Behavior communicates attitude.
• Be prompt! In order to continue your enrollment at The Academy you must abide by the following attendance policy that corresponds with the course in which you are enrolled.
• Leave of absence(s) and Academy mandated closures (holidays, weather, etc) are not applicable to the absence policy.
• Students who are more than 5 minutes late for their scheduled start on a school day will not be allowed to clock hours for that day.
Violent / Threatening behavior will not be tolerated in any form. Violent / threatening behavior may result in automatic termination.
Over Contract fees in relation to Attendance Policy
• For Cosmetology students, the Academy will not charge for the first 34 hours of Over Contract hours
• For Esthetics students, the Academy will not charge for the first 16 hours of Over Contract hours
• The student may not exceed the maximum time frame allowed to complete the program in accordance with the student's Satisfactory Academic Progress Policy.
○ If the student exceeds the maximum completion time frames permitted for attendance or does not reach 85% grades within the maximum time frame, the student will not be allowed to graduate from the program.
Exceeding Allowable Absences
Exceeding any of the absence limits below **will result in the student dismissing himself or herself from The Academy** or **will result in the student being terminated / expelled from The Academy**.
Excused Unexcused Absences
The Academy does not track excused/unexcused absences, with the exception of the mitigating circumstances as outlined within this policy, as each student may choose to use or not use the allowable absences at their discretion without questions.
○ Mitigating circumstances will not decrease allowable absences for the program. Before a mitigating circumstance is approved as such, documentation must be provided to substantiate the request / approval. Mitigating circumstances include:
- Court mandated appearances
- Jury duty

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- Death of an immediate family member for a maximum of three scheduled days. Immediate family is defined as a parent, child, grandparent, sibling or legal spouse.
- Short term (example one or two-day) required Active Military duty

Documentation must be provided in each circumstance prior to the absence request submission and must follow policy

Allowable Absent Days Not Built into the Instructional Contract Time

The following **is considered an absence** and will be taken into account for the total absences the student is allowed according to their program:

• Any absence where the student was not in attendance for a minimum of half of the student's scheduled day.

• An Absence / Schedule Adjustment Request Form must be filled out on the day of this absence for the student to not receive an occurrence and signed by the student's lead educator.

Cosmetology:

• Full time program ‑ the student cannot exceed absences equivalent to 30 days throughout their training

• 3/4 time program ‑ the student cannot exceed absences equivalent to 30 days throughout their training

• Part time program ‑ the student cannot exceed equivalent to 30 days throughout their training

Esthetics:

• Full time program ‑ the student cannot exceed absences equivalent to 14 days throughout their training

• 3/4 time program ‑ the student cannot exceed absences equivalent to 14 days throughout their training

• Part time program ‑ the student cannot exceed absences equivalent to 14 days throughout their training

- **Not completing your scheduled hours may result in over contract fees**
- **Over contract fees will be calculated unless there are no missed days in scheduled attendance**
- **Cosmetology students do not get charged for the first 34 hours of Over Contract Fees**
- **Esthetics students do not get charged for the first 16 hours of Over Contract Fees**

If a student finds it necessary to be absent, the absence must be reported following the below steps:

Students must email studentadvisor@tspasanjose.com for the following:

• Requesting time off in advance for prior known upcoming absence

• If a student is going to be absent, they must email at least *half an hour* prior to the start of their class that day or earlier. If this step is not followed, the student will be written up.

• If the student fails to notify they will be absent this is a No Call No Show (NCNS), if this step is not followed the student will be suspended for the following school day.

• If the student is absent and **does not email to notify** The Academy for 14 consecutive calendar days, the student will dismiss himself or herself from The Academy or will be terminated / expelled from The Academy.

• After 3 write ups for attendance the student will be suspended for one day.

Time Off Requested Prior to an Absence

• Time off may be requested prior to the absence date by emailing studentadvisor@tspasanjose.com.

• Request to adjust a schedule does not guarantee availability to do so.

- The educator will make every effort to accommodate, as space is available.

• Schedule change requests will be granted based on availability and in accordance with state laws.

• First priority will be given to students who submit an absence request / schedule adjustment form prior to an absence.

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• If you arrive after your scheduled start time, report to the front desk or student advisor member before entering the classroom or the student salon training area.
• Students should not plan to leave The Academy once their scheduled instruction has begun except for meal breaks.

Time Off Not Requested Prior to an Absence

• In the event a student finds it necessary to be absent or request an adjustment to their schedule to account for the absence and was unable to request the time off prior to the absence it is the student's responsibility to email the student advisor at StudentAdvisor@TSPASanJose.com.
• Request to adjust a schedule does not guarantee availability to do so.
• All schedule adjustments due to an absence must be **approved and requested in writing** and **will need to be approved by the Student Advisor responsible** for whom the schedule adjustment would affect as any requested change must be communicated directly to the appropriate staff member.
• Students who email to report an absence will be allowed any remaining make-up hour's availability.
• If you arrive after your scheduled start time, report to the Front Desk or Student Advisor before entering the classroom or the student salon training area.
• Students should not plan to leave The Academy once their scheduled instruction has begun except for meal breaks.

ATTENDANCE RELATED OCCURRENCE POLICY

• Occurrences will be given when a student does not follow a policy or procedure set forth by The Academy.
• Occurrences are not specific to only attendance issues and apply to all policies.
• Occurrences that apply to policy include, but are not limited to the following:
- Failure to email to report an absence in the required time frame.
- Any absence for a portion of your scheduled hours for the day that is less than half of the scheduled hours for the day.
- If a student fails to complete anything less than their full scheduled day and fails to have approval on that same day. Approvals are at the Student Advisors discretion.
- Clocking in after your scheduled shift start time (tardy).
- Clocking in late from meal breaks (tardy).
- Leaving The Academy property / premises during scheduled shift without approval or without clocking out.
- Exceeding the allowed break time from class or student salon training area.

CULTURAL RELATED OCCURRENCE POLICY

• The following is considered a Cultural Related Occurrence but not limited to:
- Displaying unprofessional, inappropriate or belligerent behavior.
- Failure to have all necessary tools from kit for daily class instruction.
- Being out of dress code.
  - Students who clock in and are not in dress code are **not allowed to remain for classes**.

An educator or other staff member will notify any student of this failure to follow policy as soon as staff becomes aware of the situation. No student may remain in the building unless in dress code. Students who do not meet dress code must clock out and will not be allowed to clock back in until dress code policy is met.

Violation of Attendance and / or Cultural Related Occurrences

• A written consultation using the Attendance Policy Consultation Form will be provided for a student **one**

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time during their entire length of enrollment for violation of Attendance Related Occurrences and **one time for their entire length of enrollment** for violation of Cultural Related Occurrences before an occurrence will be given to the student.

- **The second violation of either** constitutes a first occurrence for any quarter.
- If a student is not improving from the coaching and consultations provided by Academy staff regarding meeting Academy policies or any related violations, The Academy retains the right to dismiss a student.
- The written consultation will be documented on the Attendance Policy **Consultation Form**.

Deduction of Allowable Absences due to Violations

- An absence will be deducted from the student's total allowable absences as outlined on page 2 of this policy when a student exceeds **three** occurrences in **a calendar quarter (January-March; April-June; July-September; October-December.**
  - If a student incurs three occurrences in a quarter resulting in a loss of an allowable absence, any additional occurrences in that same quarter will result in an additional loss of an allowable absence.
- Each three-month period time frame above will be defined as a quarter and designated as such for use throughout this policy and with all attendance / cultural related and tracking forms.
- At the beginning of each quarter, the student's occurrence history will be reset to 0 but absence days will not be reissued.
- These occurrences will be documented on the Attendance / Cultural **Occurrence Form**.
- This process applies to every portion of the student's training, including if a student goes over contract.

APPEAL PROCESS

- If a student exceeds the maximum number of designated absences for their program, the student dismisses himself or herself from The Academy, or will be terminated / expelled from The Academy. A student may submit a written appeal to the Academy Director or Owner in person.
- Documentation to substantiate the appeal must accompany the written appeal.
  - Documentation should include what changes the student will make in order to comply with the Attendance Policy.
- A student must submit the appeal within 5 business days of being notified of exceeding their absences.
- If the student chooses to appeal, the student must continue attending classes until the appeal determination has been made.
- If the appeal should be denied, attendance during the appeal timelines will affect the Refund Policy calculation(s).
- The Academy Owner / Director will then have 5 business days to review the appeal and make a decision.
- All appeal decisions are final.
- All appeal related documents will be placed in the student's file.
- Students who have reached maximum time frame according the Satisfactory Academic Progress policy will not be accepted back to complete their program even if an appeal was requested.
- If a student's appeal is approved, they will be permitted to continue their education but will not be given any further absence days and cannot miss another day throughout the rest of their training, unless it is a documented mitigating circumstance as outlined in this policy.
- Should the student miss a day, or receive four or more occurrences in each quarter after exhausting absence days allowed within this policy for other than the documented mitigating circumstances, the student dismisses himself or herself from The Academy, or will be terminated / expelled from The Academy.

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• Upon dismissal a refund calculation(s) will be performed according to the Withdrawal Policy. A student may only appeal one time during their program.

STUDENT TUITION RECOVERY FUND

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of

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the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date (completion date), an additional fee per clock hour will be charged until the required clock hours are completed. Per hour over contract charges per each program are as follows:

Cosmetology (1000 hours)	$15/hour	Cosmetology (1500 hours)	$15/hour
Esthetics (600 hours)	$24.91/hour	Esthetics (900 hours)	$23.25/hour

Taking days off can result in over contract fees. Days absent may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress (SAP) Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program. Over contract fees are calculated the day after the student's contract graduation date (completion date) expires. Payment arrangements must be agreed upon by The Academy and the student at that time. All over contract fees must be paid in full prior to completion of hours. Over contract fees do not negate any current payment plans for tuition. Over contract fees may not be paid with Title IV funds or credit balances.

Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 85% grades and attendance within the maximum time frame, the student will not be eligible for graduation. Student hours are posted weekly.

All monies received for over contract fees PRIOR to completion of the student's contract end date (completion date) are refunded if the student terminates prior to the student's contract end date (completion date).

DISMISSAL AND THE APPEAL PROCESS

A student who was dismissed due to unsatisfactory progress, may appeal the dismissal to an owner in writing. The student should refer to the Satisfactory Academic Progress Policy in the Student Handbook regarding the steps and timelines for appeal and probation. The owner will make a determination whether or not to accept the appeal. If the appeal is approved, the student will be re-admitted to The Salon Professional Academy at the same satisfactory academic progress status that she/he was at the dismissal. however; the student will still be on probation (if that is the status that she/he was in at dismissal) upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at The Salon Professional Academy.

LEAVE OF ABSENCE POLICY

1. An authorized Leave of Absence (LOA) is a temporary interruption in the student's program of study.
2. The LOA refers to a specific period of time in which a student is not in attendance.
3. An LOA is not required during an institutional break, however; a scheduled break may occur during an LOA.

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4. An LOA must meet certain conditions to be counted as a temporary interruption (LOA) instead of being counted as a withdrawal, which would then require The Academy to perform a withdrawal calculation.
5. The Academy will not assess the student any additional charges as a result of the LOA.
6. A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to The Salon Professional Academy with no loss of SAP if the student was making SAP when the student left.
7. To qualify for an authorized LOA:
    1. The student must follow The Academy's Leave of Absence Policy when requesting an LOA.
    2. There must be reasonable expectations that the student will return from the LOA.
    3. The LOA must be requested and approved in writing according to The Academy's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.
    4. The LOA request must be dated and signed by the student.
    5. The student must provide documentation to substantiate the LOA.
    6. The student is required to list the reason for the LOA.
    7. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to The Salon Professional Academy via mail or in person within a reasonable resolution of the emergency.
        1. The start date of the LOA would be the first date the student, due to an emergency situation, was unable to attend The Academy.
        2. The Academy documents the approval of an emergency LOA on the Leave of Absence Addendum form.
    8. A student granted an LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time.
    9. A student may be granted a LOA for any of the following reasons:
        1) Emergency Medical Issues
        2) Military Requirements
        3) Jury Duty
        4) Mitigating Circumstances beyond the Student's Control
        5) Academy Staff recommendation
8. The day the student returns from a LOA the student is required to inform staff in the financial aid office and education office of their return.

9. A leave of absence extends the students contract period and maximum time frame by the same number of calendar days taken in the leave of absence without penalty to the student.
    1. All parties must initial changes to the contract period on the enrollment agreement or an addendum must be signed and dated by all parties to reflect the new contract end date.
10. If the student takes an unapproved LOA or does not return from an approved LOA, at the expiration of the LOA:

    1. The Academy is required to take attendance, therefore; the withdrawal date for the purpose of calculating a refund is always the last date of attendance as listed in the student's attendance records.

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11. The Salon Professional Academy permits more than one LOA provided the total number of days of all LOA's does not exceed 180-calendar days in any 12-month period.

12. If a student needs an extension to their LOA, pending all 180-calendar days have not been used in prior LOA(s), the student must complete a new LOA request form, prior to concluding the current LOA, outlining the details for the requested extension.
13. If the student is receiving consumer loans and/or federal funding, no aid (consumer or federal aid funding) will be disbursed during the LOA.
14. If the student requesting an LOA is doing so during the foundations portion of their program, the return date of the leave must be set for a date that coincides with a fresh foundations cycle start.
15. An LOA must be for a minimum of 14 consecutive calendar days, unless the reason for the LOA is related to Covid-19. If the LOA is related to Covid-19, the minimum allowable length is 5 consecutive calendar days.
16. If the student does not return from the LOA, the student will be dropped from The Salon Professional Academy.
    1. The student's Title IV loans (if applicable) will enter into repayment 6 months from the students last date of attendance.
    2. Any consumer loan repayment will be per the terms of the consumer loan.

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PROGRAMS OF STUDY

CURRENT PROGRAM OFFERINGS

The Academy is currently offering programs in Cosmetology – 1500 hours, Cosmetology – 1000 hours, Esthetics – 600 hours, Master Esthetics 900 Hours. The Academy is not currently offering programs in Airbrush Makeup, Barbering, Bridal Make Up, Make-Up Artistry (84 hours,) or Makeup Artistry (600 hours.)

COSMETOLOGY – 1500 HOURS

*This program is only available with a portion offered via Distance Education.

SOC Codes: 39-5010, 39-5091

Registration Fee: $ 75.00 due at the time of signing the Enrollment Agreement

California Student Tuition Recovery Fund Fee: $ 0.00

Effective for all students beginning a program on or after 4/1/2024, the California Student Tuition Recovery Fund Fee has been reduced to $0.00.

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: $ 23,500.00

Textbook and Kit: $ 3963.33

A late fee of $25.00 will be assessed for all tuition and/or textbook and kit payments that are not made within 14 days of the agreed upon date per the Enrollment Agreement schedule, if applicable.

For students with federal financial aid, the student's financial aid package may be recalculated should the student complete the program earlier than the calculated contract end date. This may result in costs owed by the student or institution.

Program Length: 1500 Hours

Full Time Program	45 instructional weeks
3/4 Time Program	52 instructional weeks
Half Time Program	80 instructional weeks
Full Time Program	45 average number of weeks to completion including holidays and pre-scheduled closures
3/4 Time Program	52 average number of weeks to completion including holidays and pre-scheduled closures
Half Time Program	80 average number of weeks to completion including holidays and pre-scheduled closures

Program Schedules: See pages 12-13

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Estimated Schedule of Total Charges (Institutional and Non-Institutional) Based on Schedule, assuming the student is not living with parents with 0 dependents			
	Full Time Schedule	¾ Time Schedule	Half Time Schedule
Institutional	$26595.83	$26595.83	$26595.83
Non Institutional	$28305.00	$34280.50	$50320.00
Total	$54900.83	$60876.33	$76915.83

Students will be given an apparel code for their program and must adhere to the guidelines.

PRACTICAL TRAINING SKILLS

During the Educational Program The Academy will provide opportunities to the student for cosmetology/ skin care industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate practical training skills including, but not limited to cleaning, laundry and inventory stocking. The student further understands and agrees that the student undertakes such opportunities as part of their practical training, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

ALTERNATE PRACTICAL TRAINING

The student further understands that if she / he is not willing to be a student and undertake these above practical training skills voluntarily on these terms listed above, then she / he may request in writing as submitted to the Admissions Director, for The Academy to provide mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her / his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If she / he chooses to practice on mannequins or other Academy provided artificial means during her / his training, she / he acknowledges benefits lost from practicing guest handling skills in the student salon training area. The additional cost will result in 40 mannequins or other artificial means at the cost of $16,900 The Academy provides for her / him that will comply with any state requirements and styling product costs of $3300 associated with her / him practicing as preferred on mannequins instead of live guests that would reimburse The Academy for the practiced services that she / he would otherwise provide to the guest instead of to a mannequin or other artificial means. Currently, the total additional cost for mannequins and styling product costs in the amount of $20,200 will be charged for this choice.

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PAYMENT PLANS

Payments may be made by cash, check, money order, credit card or through a non-federal agency, Title IV aid, or consumer loan programs. A monthly installment plan managed by an outside third-party student account management firm may be available to those who qualify. The student is responsible for paying the total tuition, textbook and kit costs, and fees and for repaying any applicable loans plus interest.

OBJECTIVES

The Salon Professional Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers a 1500 hour training program in the cosmetology arts and sciences that meet California state standards.

The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by California state laws. The graduate will have the background and skills to pass the state board licensing exam and work as an entry-level cosmetologist in a salon, cosmetologist and cosmetology manager in the salon.

PROGRAM CONTENT

SUBJECT	THEORY HOURS	PRACTICAL HOURS
HEALTH AND SAFETY 100 HOURS REQUIRED		
Health and Safety	40	25
Chemistry	10	
General Anatomy and Physiology	20	
Electricity	5	
DISINFECTION & SANITATION 100 HOURS REQUIRED		
Infection Control	15	
Properties of the Hair and Scalp, Shampooing, Rinsing, Conditioning	20	65
CHEMICAL HAIR SERVICES 200 HOURS REQUIRED		
Hair Color	70	80
NAILS 100 HOURS REQUIRED		
Nail Structure and Growth	10	
Nail Diseases and Disorders	10	
Manicures and Pedicures	10	
Nail Tips, Wraps, Monimer, & Gels	10	60
HAIRSTYLING 200 HOURS REQUIRED		
Hairstyling, Thermal Hairstyling, Straightening	28	30
Chemical Texture and Chemical Relaxing	10	30
Braiding, Extensions, Enhancements, Wigs	10	
Principles of Hair Design	10	

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Hair Cutting	70	75
HAIR REMOVAL 50 HOURS REQUIRED		
Hair Removal and Lash and Brow Beautification and Lash Extensions	20	30
SKINCARE 150 HOURS REQUIRED		
Skin Structure and Growth	10	
Skin Diseases and Disorders	10	
Facials	10	10
Make Up	20	10
Skin Care Product Knowledge	10	
ADVANCED ADDITIONAL		
Advanced Hair Cutting	20	
Advanced Hair Color	20	
State laws and State Board Preparation	35	
Hair Care Product Knowledge	35	
Long Hair Special Occasion Hairstyling	20	
History and Career Opportunities, Life Skills, Professional Image, Communicating for Success	14	
Business Skills, Seeking Employment, One the Job, The Salon Business	10	
Guest Handling/ Front Desk Training	10	
Additional hours to complete Practical Operations		493
TOTAL HOURS 1500	592	415

GRADES:

The Academy utilizes a 100-point grading scale of which:

100-95% is equivalent to an “A”

94-90% is equivalent to a “B”

89-85% is equivalent to a “C”

84-0% is not passing.

Grades are given for classroom theory and practical work, projects, and student salon training area performance. A student must be at an 85% or higher GPA to graduate.

The student salon training area grading scale is based on a 10-step process:

100%= 10 Completes in all 10 steps

90% = 9 Completes

80% = 8 Completes

70% = 7 Completes

60% = 6 Completes

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50% = 5 Completes
40% = 4 Completes
30% = 3 Completes
20% = 2 Completes
10% = 1 Complete

50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.

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COSMETOLOGY – 1000 HOURS

*This program is only available with a portion offered via Distance Education

SOC Codes: 39-5010, 39-5091

Registration Fee: $ 75.00 due at the time of signing the Enrollment Agreement

California Student Tuition Recovery Fund Fee: $ 0.00

Above due at time of signing the enrollment agreement once accepted to The Academy.

Effective for all students beginning a program on or after 4/1/2024, the California Student Tuition Recovery Fund Fee has been reduced to $0.00.

Tuition: $ 17,500.00

Textbook and Kit: $ 3192.87

A late fee of $25.00 will be assessed for all tuition and/or textbook and kit payments that are not made within 14 days of the agreed upon date per the Enrollment Agreement schedule, if applicable.

For students with federal financial aid, the student's financial aid package may be recalculated should the student complete the program earlier than the calculated contract end date. This may result in costs owed by the student or institution. Period of attendance is specified in enrollment agreement based on start dates.

Program Length: 1000 Hours

Full Time Program	30 instructional weeks
3/4 Time Program	35 instructional weeks
Half Time Program	53 instructional weeks
Full Time Program	30 average number of weeks to completion including holidays and pre-scheduled closures
3/4 Time Program	35 average number of weeks to completion including holidays and pre-scheduled closures
Half Time Program	53 average number of weeks to completion including holidays and pre-scheduled closures

Program Schedules: See pages 12-13

Estimated Schedule of Total Charges (Institutional and Non-Institutional) Based on Schedule, assuming the student is **not living with parents with 0 dependents**			
	Full Time Schedule	¾ Time Schedule	¾ Time Schedule
Institutional	$20812.87	$20812.87	$20812.87
Non Institutional	$21352.50	$24911.25	$37722.75
Total	$42165.37	$45724.12	$58535.62

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Students will be given an apparel code for their program and must adhere to the guidelines.

PRACTICAL TRAINING SKILLS

During the Educational Program The Academy will provide opportunities to the student for cosmetology/ skin care industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate practical training skills including, but not limited to cleaning, laundry and inventory stocking. The student further understands and agrees that the student undertakes such opportunities as part of their practical training, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

ALTERNATE PRACTICAL TRAINING

The student further understands that if she / he is not willing to be a student and undertake these above practical training skills voluntarily on these terms listed above, then she / he may request in writing as submitted to the Admissions Director, for The Academy to provide mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her / his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If she / he chooses to practice on mannequins or other Academy provided artificial means during her / his training, she / he acknowledges benefits lost from practicing guest handling skills in the student salon training area. The additional cost will result in 40 mannequins or other artificial means at the cost of $16,900 The Academy provides for her / him that will comply with any state requirements and styling product costs of $3300 associated with her / him practicing as preferred on mannequins instead of live guests that would reimburse The Academy for the practiced services that she / he would otherwise provide to the guest instead of to a mannequin or other artificial means. Currently, the total additional cost for mannequins and styling product costs in the amount of $20,200 will be charged for this choice.

PAYMENT PLANS

Payments may be made by cash, check, money order, credit card or through a non-federal agency, Title IV aid, or consumer loan programs. A monthly installment plan managed by an outside third-party student account management firm may be available to those who qualify. The student is responsible for paying the total tuition, textbook and kit costs, and fees and for repaying any applicable loans plus interest.

OBJECTIVES

The Salon Professional Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers a 1000 hour training program in the cosmetology arts and sciences that meet California state standards.

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The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by California state laws. The graduate will have the background and skills to pass the state board licensing exam and work as an entry-level cosmetologist in a salon, cosmetologist and cosmetology manager in the salon.

PROGRAM CONTENT

SUBJECT	THEORY HOURS	PRACTICAL HOURS
HEALTH AND SAFETY 100 HOURS REQUIRED		
Health and Safety	40	25
Chemistry	10	
General Anatomy and Physiology	20	
Electricity	5	
DISINFECTION & SANITATION 100 HOURS REQUIRED		
Infection Control	15	
Properties of the Hair and Scalp, Shampooing, Rinsing, Conditioning	20	65
CHEMICAL HAIR SERVICES 200 HOURS REQUIRED		
Hair Color	70	80
NAILS 100 HOURS REQUIRED		
Nail Structure and Growth	10	
Nail Diseases and Disorders	10	
Manicures and Pedicures	10	
Nail Tips, Wraps, Monimer, & Gels	10	60
HAIRSTYLING 200 HOURS REQUIRED		
Hairstyling, Thermal Hairstyling, Straightening	28	30
Chemical Texture and Chemical Relaxing	10	30
Braiding, Extensions, Enhancements, Wigs	10	
Principles of Hair Design	10	
Hair Cutting	70	75
HAIR REMOVAL 50 HOURS REQUIRED		
Hair Removal and Lash and Brow Beautification and Lash Extensions	20	30
SKINCARE 150 HOURS REQUIRED		
Skin Structure and Growth	10	
Skin Diseases and Disorders	10	
Facials	10	10
Make Up	20	10
Skin Care Product Knowledge	10	
ADVANCED ADDITIONAL		
State laws and State Board Preparation	35	
Hair Care Product Knowledge	35	
History and Career Opportunities, Life Skills, Professional Image, Communicating for Success	14	

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Business Skills, Seeking Employment, One the Job, The Salon Business	10	
Guest Handling/ Front Desk Training	10	
Additional hours to complete Practical Operations		53
TOTAL HOURS 1000	532	415

GRADES:

The Academy utilizes a 100-point grading scale of which:

100-95% is equivalent to an “A”

94-90% is equivalent to a “B”

89-85% is equivalent to a “C”

84-0% is not passing.

Grades are given for classroom theory and practical work, projects, and student salon training area performance. A student must be at an 85% or higher GPA to graduate.

The student salon training area grading scale is based on a 10-step process:

100%= 10 Completes in all 10 steps

90% = 9 Completes

80% = 8 Completes

70% = 7 Completes

60% = 6 Completes

50% = 5 Completes

40% = 4 Completes

30% = 3 Completes

20% = 2 Completes

10% = 1 Complete

50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.

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ESTHETICS – 600 Hours

*This program is only available with a portion offered via Distance Education.

SOC Codes: 39-5091, 39-5094

Registration Fee: $ 75.00 due at the time of signing the Enrollment Agreement

California Student Tuition Recovery Fund (STRF) Fee: $ 0.00

Above due at time of signing the enrollment agreement once accepted to The Academy.

Effective for all students beginning a program on or after 4/1/2024, the California Student Tuition Recovery Fund Fee has been reduced to $0.00.

Tuition: $ 14,950.00

Textbook and Kit: $ 2910.49

A late fee of $25.00 will be assessed for all tuition and/or textbook and kit payments that are not made within 14 days of the agreed upon date per the Enrollment Agreement schedule, if applicable.

For students with federal financial aid, the student's financial aid package may be recalculated should the student complete the program earlier than the calculated contract end date. This may result in costs owed by the student or institution. Period of attendance is specified in enrollment agreement based on start dates.

Program Length: 600 Hours

Full Time Program	18 instructional weeks
3/4 Time Program	26 instructional weeks
Half Time Program	40 instructional weeks
Full Time Program	18 average number of weeks to completion including holidays and pre-scheduled closures
3/4 Time Program	26 average number of weeks to completion including holidays and pre-scheduled closures
Half Time Program	40 average number of weeks to completion including holidays and pre-scheduled closures

Program Schedules: See pages 12-13

Students will be given an apparel code for their program and must adhere to the guidelines.

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Estimated Schedule of Total Charges (Institutional and Non-Institutional) Based on Schedule, assuming the student is **not living with parents with 0 dependents**			
	Full Time Schedule	¾ Time Schedule	Half Time Schedule
Institutional	$16970.49	$16970.49	$16970.49
Non Institutional	$11322.00	$16983.00	$25160.00
Total	$28292.49	$33953.49	$42130.49

PRACTICAL TRAINING SKILLS

During the Educational Program The Academy will provide opportunities to the student to practice skin care and other cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate practical training skills including, but not limited to cleaning, laundry and inventory stocking. The student further understands and agrees that the student undertakes such opportunities as part of their practical training, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

ALTERNATE PRACTICAL TRAINING

The student further understands that if she / he is not willing to be a student and undertake these above practical training skills voluntarily on these terms listed above, then she / he may request in writing as submitted to the Admissions Director, for The Academy to provide massage mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her / his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If she / he chooses to practice on massage mannequins or other Academy provided artificial means during her / his training, she / he acknowledges benefits lost from practicing guest handling skills in the student salon training area. The additional cost will result in 20 massage mannequins or other artificial means at the cost of $4999 The Academy provides for her / him that will comply with any state requirements and styling product costs of $5999 associated with her / him practicing as preferred on massage mannequins instead of live guests that would reimburse The Academy for the practiced services that she / he would otherwise provide to the guest instead of to a massage mannequin or other artificial means. Currently, the total additional cost for massage mannequins and styling product costs in the amount of $10998 will be charged for this choice.

PAYMENT PLANS

Payments may be made by cash, check, money order, credit card or through a non-federal agency, Title IV aid, or consumer loan programs. A monthly installment plan managed by an outside third-party student account

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management firm may be available to those who qualify. The student is responsible for paying the total tuition, textbook and kit costs, and fees and for repaying any applicable loans plus interest.

OBJECTIVES

Esthetics training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform skin care and make up services (esthetics) on the general public. The Academy offers a 600 hour training program that meets California state law standards.

The Academy provides education in all phases of esthetics. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by California state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as an entry-level esthetician and esthetics manager.

PROGRAM CONTENT

SUBJECT	THEORY HOURS	PRACTICAL HOURS
HEALTH & SAFETY 100 HOURS REQUIRED		
Health & Safety	40	35
Chemistry	10	
General Anatomy and Physiology	10	
Electricity	5	
DISINFECTION & SANITATION 100 HOURS REQUIRED		
Infection Control	10	10
Physiology and Histology of the Skin	20	
Disorders and Diseases of the Skin	20	
Skin Analysis	20	50
SKIN CARE SERVICES 350 HOURS REQUIRED		
Facial Machines	20	
Facial Massage	20	
Facial Treatments	20	50

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Make Up	20	20
Skin Care Product Knowledge	15	
The Treatment Room	20	
HAIR REMOVAL 50 HOURS REQUIRED		
Hair Removal and Lash and Brow Beautification and Lash Extensions	25	25
ADVANCED ADDITIONAL		
Advanced Topics & Treatments	30	
Chemical Peels	10	10
Guest Handling/ Front Desk Training	10	
History and Career Opportunities, Life Skills, Professional Image, Communicating for Success	20	
Resume Workshop, Career Planning, Skincare Business, Selling Products & Services	20	15
State laws and State Board Preparation	20	
TOTAL HOURS 600	385	215

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40% = 4 Completes
30% = 3 Completes
20% = 2 Completes
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50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.

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THE SALON® PROFESSIONAL ACADEMY

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REGULATORY INFORMATION

OWNERS

The Salon Professional Academy, 1600 Saratoga Ave, Suite 103, San Jose, CA 95129 is owned by LOVIT CORPORATION which consists of owners Violetta Wozniakowski, Magdalena Wozniakowski, and Ron Czerny.

ORGANIZATIONS

The Academy is a privately owned and operated facility and is approved by the California State Board of Barbering and Cosmetology PO Box 944226 Sacramento, CA 94244-2260 Phone 1-800-952-5210. Fax 916-575-7281 Online: www.barbercosmo.ca.gov and approved to operate a private postsecondary institution in California by the Bureau for Private Postsecondary Education, Physical address: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, Mailing Address: PO BOX 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, P (916) 574-8900, F (916) 263-1897, Toll free (888) 370- 7589. Institution is a private institution approved to operate by BPPE and the approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.
Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, www.bppe.ca.gov, (888)370-7589 or by fax (916) 263-1897.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370 - 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

ACCREDITATION

The Academy is Accredited by NACCAS.
The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences and massage therapy, including those offered via Distance Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. I 1232g; 34 CFR Part 99) of 1974 is a Federal law that protects the privacy of student education records and the student's personally identifiable information (**PII**).
2. All students attending The Academy have the right to review their education records and request a change to their records, seek to amend inaccurate information in their records and to provide consent for the disclosure of their records.
3. A student should submit a written request to inspect their file to the admissions office. A separate

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request must be submitted each time the student requests information from their file.

1. The Admissions Director will make arrangements for access and notify the student of the time and place where their records may be inspected.
2. These rules apply to all education records The Academy keeps, including admissions records, academic records as well as any financial aid records pertaining to the student.

1. FERPA gives parents of dependent students under IRS rules, certain rights with respect to their children's education records.
    1. *IRS Dependent definition: a student is considered dependent if they are listed as dependent on their parent's income tax returns. If the student is dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.*
    2. *A parent is person that the state affirms as a parent(s), such as on the child's birth certificate.*
    3. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.
    4. Students to whom the rights have transferred are "eligible students."
    5. If a parent or eligible student so request, The Academy will provide her / him with a copy of the records disclosed, and if the parent of a student who is not an eligible student so request, The Academy will provide the student with a copy of the records disclosed.
    6. Parents / guardians of a dependent minor or eligible student have the right to inspect and review the student's education records maintained by the school and will be provided within 45 days following the receipt of request. A separate written request must be submitted by the parent/guardian each time records are requested for the dependent student file. Copies of records will be provided upon confirmation of reasons such as where great distance makes it is impossible for parents or eligible students to review the records.
    7. The Academy may charge a nominal fee for copies.
2. Parents or eligible students have the right to request that The Academy amend the records which they believe to be inaccurate, misleading or in violation of the student's privacy under FERPA.
    1. The request must be in writing and must clearly identify what they want changed or amended and give specifics as to why they feel it is inaccurate, misleading or in violation of FERPA privacy rights.
    2. The right to request an amendment is not provided to question fundamental judgments that are correctly recorded.
    3. If The Academy decides not to amend the record, the parent or eligible student will be informed and advise the student to their right to a formal hearing.
    4. Additional information regarding the hearing will be given to the student once the request for a formal hearing has been requested in writing.
    5. After the hearing, if The Academy still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. FERPA is intended to require only that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations.
4. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record, including PII information.

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5. The written consent must state the purpose of the disclosure, specify the records that may be disclosed, identify the party or class of parties to whom the disclosure may be made, and be signed and dated.
6. However, The Academy may disclose student records, without consent, to the following parties or under the following conditions (34 CFR I 99.31):
    1. School officials with legitimate educational interest;
        1. A school official is defined as one who generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
        2. Examples would be parties such as but may not be limited to educators, administrators, attorneys, and counselors, members of committees or disciplinary boards.
    2. A legitimate educational interest is defined as a genuine desire to aid the student in a successful scholastic outcome.
    3. Other schools to which a student is transferring;
    4. Specified officials for audit or evaluation purposes;
    5. Appropriate parties with a connection to the financial aid of a student and related to conditions to receive the aid and to enforce the terms and conditions of the aid;
    6. Organizations conducting certain studies for or on behalf of the school;
    7. Accrediting organizations;
    8. To comply with a judicial order or lawfully issued subpoena; however, The Academy will make a reasonable effort to notify the student of the order or subpoena in advance of compliance by following guidelines from the U.S. Department of Education's Family Policy Compliance Office (FPCO).
    9. Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.
    10. If Department of Education officials request student records as a part of the program review, The Academy must document in each student's file that their records were disclosed to representatives of the Department utilizing the following statement:
        1. "These financial aid records were disclosed to representatives of the U.S. Department of Education, School Participation Team, Region __, on (Month/Day/Year) to determine compliance with financial aid requirements, under 34 CFR Part 99.31(a)(4)."
7. The HEA prohibits nongovernmental researchers or policy analysts from accessing PII from NSLDS and prohibits the use of NSLDS data for marketing purposes. It is important to note that these prohibitions are applicable to all NSLDS data, including NSLDS data received by institutions via the ISIR.
8. The Academy will maintain a record in the student's file listing to whom personally identifiable information was disclosed and the legitimate reason the parties had in obtaining the information.
    1. The "Authorization to Release Information" form will be filled out, signed and dated by the student and placed in the student's file to fulfill this requirement.
    2. This above statement does not apply to "school officials with a legitimate educational interest or to directory information".
    3. The Authorization to Release Information can be provided by written electronic consent, if the student is not able to sign this form in person.

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1. The Academy will identify and authenticate a particular person as the source of the electronic consent to indicate such person's approval of the information contained in the electronic consent is accurate.

9. The Academy may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance.
    1. However, The Academy will notify parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.
    2. The Academy notifies eligible parents and students annually of their rights under FERPA.
    3. The actual means of notification will be provided through the Annual Notice.

10. In many situations, complaints relative to FERPA can be resolved within The Academy.
    1. If a situation is not resolved within The Academy, to file a FERPA complaint with the U.S. Department of Education, contact:
        Family Policy Compliance Office
        U.S. Department of Education
        400 Maryland Avenue, SW
        Washington, DC, 20202

NON-DISCRIMINATION

The Academy does not discriminate on the basis of race, color, religion, disability, gender, gender expression, age, national origin, marital status, sex, sexual orientation, ethnic origin or military status in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study. All service members of the armed services will not be denied admissions based on reasons related to their service.

CAMPUS SECURITY ACT DISCLOSURE INFORMATION

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you safety information about our campus. The full Campus Security Disclosure can be found in the admissions office and in the Student Handbook. All students will be given a copy of this full Disclosure prior to signing the Enrollment Agreement.

The facilities are open Monday through Saturday according to assigned class/student salon training area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only educators and owners have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures

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including crime prevention, personal safety off-campus, fire and tornado procedures, etc. Local Authorities will be scheduled at least once annually for all staff and students.

REFUND POLICY

RETURN TO TITLE IV POLICY (R2T4) – FOR STUDENTS USING TITLE IV FUNDS

- The Academy Withdrawal and Settlement (Refund) Policy below will apply AFTER the Return to Title IV funds (R2T4) calculation has been made in accordance with this paragraph.
- The R2T4 is calculated by payment period for any student who was awarded Title IV aid and withdrew from the program.
- If the student has received federal financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
- Any monies due the Student, who officially, unofficially withdraws or is terminated/expelled by The Academy, shall be refunded as soon as possible (but no later than 45 calendar days) following the date of official cancellation, termination or withdrawal.
- A student is considered to be “Officially” withdrawn on the date the student notifies (date of determination) an Academy administrator or Academy Operations Director, in writing, of their intent to withdraw.
    - The date of determination of withdrawal (or termination / expelled) for refund purposes will be the earliest of the following for official withdrawal: date student was terminated or expelled from the Academy, date the student provided official notification of intent to withdraw, in writing or orally to an administrator of The Academy or Academy Operations Director in person, or by means of a mailed letter, or date of fax or email correspondence.
    - The student is allowed to rescind her/his notification to withdraw in writing and continue the program upon written approval by the Academy Operations Director. (The Academy Attendance Policy allowable absences must be applied as applicable.) If the student subsequently withdraws, the date of determination is the original date of notification of intent to withdraw.
- The students last date of attendance is the date utilized on the R2T4 Worksheet to determine the outcome of disbursed or could have been disbursed Title IV aid for the student.
- A student is considered to be an unofficial withdrawal (for date of determination purposes) when the student does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days.
- The R2T4 is calculated based on aid that was disbursed or could have been disbursed (post withdrawal disbursement) within the payment period timelines of the student’s scheduled attendance at the time of withdrawal.
- Payment period are dependent on the length of the program.
- The R2T4 calculation is mandated by federal law for students who have received financial assistance

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under the Federal Higher Education Act (Federal Pell Grants or Stafford Direct Loan Program Subsidized and Unsubsidized Loans or the Stafford Direct Plus Loan Program) and who fail to complete the portion of their instructional program for which the funds were awarded and disbursed.

- If the enrollment is terminated at or before 60% of the scheduled hours of any payment period have elapsed, the R2T4 calculation may require the Student to return to the federal government a portion of the disbursed funds.
- If over 60% of the scheduled payment period has elapsed, no return of Title IV funds is due to the federal government. In addition, if the student has received Title IV funds from a credit balance, she/ he may be required to return a portion of the funds to the applicable program as a result of the R2T4 calculation.
- Title IV funds will be returned in the following order, contingent on the school's participation upon these programs: Unsubsidized Loans, Subsidized Loans, Direct PLUS (Parent), and finally Pell Grant.

ACADEMY WITHDRAWAL AND SETTLEMENT (REFUND) POLICY

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

- An applicant not accepted by The Academy shall be entitled to a refund of all monies paid to the school.
- The Academy Withdrawal and Settlement (Refund) Policy is intended to be written in clear language so it is easily understood. The Academy Withdrawal and Settlement (Refund) Policy can also be found in The Academy's Catalog.
- The Academy Withdrawal and Settlement (Refund) Policy complies with any mandated state or federal policies for each student.
- If the Student (or the Student's parent or legal guardian if the Student is a dependent minor) cancels the enrollment in person or in writing within three business days of the execution of the Enrollment Agreement, all monies paid, pursuant to this Agreement, including the registration fee, shall be refunded by The Academy to the Student. (cont.)
- This policy applies regardless of whether or not the student has actually started training.
- If the Student cancels enrollment after three business days of contract signing but prior to the commencement of classes for which the Student is enrolled, the Student shall be entitled to a refund of all monies paid to The Academy, less the registration fee and technology fee.
- Refund calculations are performed for each course individually.
- The date of the official cancellation, termination or withdrawal of the Student will be determined by the postmark on the written notification by means of mailed letter, or date of fax or email correspondence, or the date said information is delivered to an Academy administrator or Academy owner in person.
    - Any monies due the Student, who officially withdraws or is terminated or expelled by The Academy, shall be refunded as soon as possible (but no later than 45 calendar days) following the date of official cancellation, termination or withdrawal.
- The Academy monitors student attendance on a weekly basis.
    - Except in unusual circumstances, the date of The Academy's determination that the student unofficially withdrew will be no later than 14 calendar days from the Student's last date of attendance.
    - Any monies due the Student who unofficially withdraws shall be refunded as soon as possible (but no later than 45 calendar days) after such date of determination or, in the case of a leave of

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absence, the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the Student notifies The Academy that the Student will not be returning.

- In the event the Student begins but does not complete the course and/or program, the Student is charged according to Academy Refund Policy and the Student is assessed a $150 administrative fee. (Scheduled hours up to the last date of attendance equals completed hours for refund purposes.)
- Textbooks and Kit
  - In the case of a withdrawal, The Academy shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the program to a student who, for any reason, withdraw or is dismissed by The Academy and who, within 15 days of withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition.
  - Any opened or used equipment, kit or book items will not be refunded as The Academy does not have the ability to resell the items to other students.
  - Tools and equipment cannot be returned due to health reasons including safety and sanitation.
    - Items are also not guaranteed in perfect working condition.
    - Most tools are adjusted to the individual at the time of opening for their use.
    - Textbooks that have been written in cannot be returned as they cannot be re-used.
    - An iPad may contain personally identifiable information and/or viruses and therefore cannot be returned.
    - At the time of a withdrawal, the student will receive a refund for the equipment or supplies that have not yet been received

Minimum Tuition Adjustment Schedule followed by The Academy

Percentage of Length Completed to Total Length of Course and/or Program	Amount of Total Tuition Owed to The Academy
0.01% to 60%	Prorated based on % of scheduled attendance as of last date of physical attendance
60.01% to 100%	100%

- The Academy maintains evidence that refund calculations have been performed, when applicable, and Academy refunds are received by the recipient in a timely manner, such as, but not limited to, a cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.
- For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

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- If the Student has completed 60% or more of the course / program of study hours, the Student must pay any remaining contracted tuition and fees due to The Academy.
- Payment schedules for tuition debt may be arranged between the Student and The Academy. When situations of mitigating circumstances exist, as determined by the Owner/Director of The Academy, The Academy may, at its discretion, refund the Student a tuition percentage greater than the percentage set forth in the Minimum Tuition Adjustment Schedule.
- If a course and /or program is canceled subsequent to a Student's enrollment and before instruction in the course and/or program has begun, The Academy shall at its option: (a) Provide a full refund of all monies paid; or (b) Provide completion of the course and/or program.
- If The Academy cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, The Academy shall take the following steps:
    - 1. If the institution ceases to offer a program after instruction has begun, it shall provide completion of the course or program itself. In the case that item 1 is not completed, or is unable to be completed, items 2 or 3 may be executed instead. (CEC 76240 (4))
    - 2. If the institution ceases to offer a program after instruction has begun, it shall provide, through use of a Teach-Out Agreement, provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement (CEC 94927.) Affected students may elect to participate in such a Teach-Out Agreement at their option. Regardless of participation, all students affected by the cessation of program offering after instruction has begun shall receive a pro-rata refund. (CCR 76240 (4) (A)) In the case that both items 1 and 2 are not completed, item 3 will be used.
    - 3. If the institution ceases to offer a program after instruction has begun and none of the conditions listed in items 1 and 2 are in effect, the institution shall provide a full refund of all institutional charges to all affected students. (CEC 94927, CCR 76240 (4)(B))
- If The Academy is permanently closed and ceases to offer instruction after students have enrolled and instruction has begun, The Academy must make arrangements for students.
    - The Academy has at its option: (a) Provide a pro rata refund; or (b) Participate in a Teach-Out Agreement.
- The student will be given a copy of the results of the refund calculation in writing, including any applicable debts owed to The Academy or refund The Academy owes to the student.
- If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of The Academy.
- Any collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from The Academy itself, banks, collection agencies, lawyers, or any other third parties representing The Academy clearly will acknowledge the existence of The Academy Withdrawal and Settlement Policy.

Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

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INSERTS

Catalog Insert #1 Distinctions of The Salon Professional Academy Franchise

Catalog Insert #2 Class Start Dates

Catalog Insert #3 Career Investment Costs and Fees

Catalog Insert #4 Administrative and Instructional Staff

Catalog Insert #5 Rationale for Longer Program Length – Cosmetology

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DISTINCTIONS OF THE SALON PROFESSIONAL ACADEMY FRANCHISE

CATALOG INSERT #1

The only beauty schools in the nation that are “Recognized by Redken for Excellence in Education”

Our approach to personal, practical industry training accommodates the visual, hands-on learner by means of smaller class-sizes which allows for more one-on-one interaction with educators

The Academy curriculum and training has been co-developed and continually updated with help from Redken 5th Ave, NYC leaders

The Academy aids in placement with the primary target being privately owned salons and spas, where incomes are among the highest in the industry

Contacts for placement in over 6,000 Redken Club 5th Avenue salons across all 50 states

Salon and Spa owners who serve on Advisory Board recruit from The Academy

Academy designed by Internationally known New York City Designer, Peter Millard

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CLASS START DATES

CATALOG INSERT #2

COSMETOLOGY & ESTHETICS

CLASSES START EVERY FOR WEEKS
2026 START DATES:

JAN 12
FEB 9
MAR 9
APR 6
MAY 4
JUNE 1
JUNE 29
JULY 27
AUGUST 24
SEPT 21
OCTOBER 19
NOVEMBER 16
DECEMBER 14

The Academy will be closed on the following holidays in 2026. These dates are subject to change.

1.	New Year's Day	January 1, 2027
2.	Memorial Day	May 27, 2026
3.	Independence Day	July 4, 2026
4.	Labor Day	September 7, 2026
5.	Thanksgiving	November 26, 2026
6.	Christmas Eve	December 24, 2026
7.	Christmas Day	December 25, 2026
8.	New Year's Eve	December 31, 2026

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CAREER INVESTMENT COSTS

CATALOG INSERT #3

Cash Payments

Down payments with monthly payments available upon request

Financial Assistance

Financial Assistance available to students who qualify

The tuition and textbooks / kit costs per program are as follows:

1500 Hour Cosmetology Tuition:	**$23,500.00**
Textbook and Kit:	**$3963.33**
Student Tuition Recovery Fund Fee*:	**$0.00**

600 Hour Esthetics Tuition:	**$14, 950.00**
Textbook and Kit:	**$2910.49**
Student Tuition Recovery Fund Fee*:	**$0.00**

1000 Hour Cosmetology Tuition:	**$17500.00**
Textbook and Kit:	**$3192.87**
Student Tuition Recovery Fund Fee*:	**$0.00**

Registration Fee for All Programs:

$75 due when Enrollment Agreement is signed

Classroom material supplies are the student's responsibility. A list of classroom materials is provided to the student. Apparel code is required for this program and is the responsibility of the student. Requirements will be provided to the student at the time of enrollment.

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ADMINISTRATIVE AND INSTRUCTIONAL STAFF

CATALOG INSERT #4

VIOLA WOZNIAKOWSKI | CEO + CREATIVE EDUCATIONAL DIRECTOR

Viola is a licensed cosmetologist with over 30 years experience in the beauty industry. Viola has opened several salon businesses, concentrating on education and new advances in the art of haircutting and coloring. She is passionate in guiding and nurturing her students, faculty, and management to achieve goals professionally and personally. Her mission at The Salon Professional Academy, which is “Endorsed by Redken for Excellence in Education” is to deliver excellent, quality education to students. Viola is a trained Redken 5th Avenue educator and Master Color Specialist. Throughout her career as a hair stylist, Viola enforced strict training programs in her salons with emphasis on keeping abreast the newest trends and hair styling techniques. Her strengths are exemplified by strong leadership qualities and excellent performance from her support staff. Viola enforces advanced training techniques for TSPA students, as well as business building skills encouraging students to be in the top 20% of their industry.

MAGDALENA WOZNIAKOWSKI | OPERATIONS DIRECTOR + COMPLIANCE OFFICER + TITLE IX COORDINATOR

Magdalena has been in the Beauty and Fashion industry for over 20 years with experience in her family owned salon businesses and as a Wardrobe Stylist in New York. She worked in her family-owned salons, implementing successful strategies in retail sales and services, staff organization, and developing, establishing, and ensuring operating policies to support salon business policies and objectives. In 2004 Magdalena moved to New York to pursue a career in the Fashion Industry as a celebrity wardrobe stylist. She has styled various photo shoots, videos, and fashion shows. Her work is showcased in various magazines + videos. Magdalena returned to the Bay Area in 2009 to become partner in the first TSPA in California. Magdalena Wozniakowski wears many hats and is responsible for day-to-day operations, reviewing marketing strategies, overseeing administrative and educational departments, and coordinating The Academy fashion shows and events. Magdalena holds a Bachelor of Science degree in Public Relations with a minor in Creative Writing from San Jose State University.

FACULTY QUALIFICATIONS:
All educational staff holds a valid license to practice Cosmetology or Esthetics in the state of California, and has had a minimum of three years of experience, in the field in which they provide instruction. Financial staff has completed certification through the US Department of Education to process Title IV Funding.

EDUCATORS:

Violetta Wozniakowski	Cosmetology
Gloria Espinoza Dhaliwa	Cosmetology/
Lori Moon	Cosmetology
Tammie Resuression	Cosmetology
Jenna Sickinger	Cosmetology
Natalie Ramirez	Cosmetology
Alexandra Balella Kristen	Esthetics
Garcia	Esthetics
Erin Alicea	Esthetics
Amy Mladineo	Esthetics

FINANCIAL AID ADVISOR:
Lynnell Hannah

ACCOUNTING:
Jessie Dunun

ADMISSIONS ADVISORS:
Valerie Kobus

STUDENT ADVISOR:
Sindy Uribe

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MASTER ESTHETICS – 900 HOURS

CATALOG INSERT #5

*This program is only available with a portion offered via Distance Education.

SOC Codes: 39-5091, 39-5094

Registration Fee: $75 due at the time of signing the Enrollment Agreement

Student Tuition Recovery Fund Fee: $0

Above due at time of signing the enrollment agreement once accepted to The Academy.

Tuition: $16,950.00

Textbook and Kit: $2910.49

A late fee of $25 will be assessed for all tuition and/or textbook and kit payments that are not made within 14 days of the agreed upon date per the Enrollment Agreement schedule, if applicable.

For students with federal financial aid, the student's financial aid package may be recalculated should the student complete the program earlier than the calculated contract end date. This may result in costs owed by the student or institution. Period of attendance is specified in enrollment agreement based on start dates.

Program Length: 900 Hours

Full Time Program	26 instructional weeks
3/4 Time Program	39 instructional weeks
Half Time Program	58 instructional weeks
Full Time Program	26 average number of weeks to completion including holidays and pre-scheduled closures
3/4 Time Program	39 average number of weeks to completion including holidays and pre-scheduled closures
Half Time Program	58 average number of weeks to completion including holidays and pre-scheduled closures

Program Schedules:

Esthetics 3/4 Time | Foundations

Monday 9am-5pm,Tuesday 9am-5pm, Friday 9am-5pm

Esthetics 3/4 Time | Advanced

Monday 9am-5pm, Tuesday 9am-5pm,Wednesday 10am-5pm, Thursday 9am-5pm

Esthetics Part Time | Foundations

Tuesday 5:30pm-9:30pm, Wednesday 5:30pm-9:30pm, Thursday 5:30pm-9:30pm, Every other Saturday 10am-6pm

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Esthetics Part Time | Advanced

Tuesday 5:30pm-9:30pm, Wednesday 5:30pm-9:30pm, Thursday 5:30pm-9:30pm, Every other Saturday 10am-6pm

Students will be given an apparel code for their program and must adhere to the guidelines.

		Estimated Schedule of Total Charges (Institutional and Non-Institutional) Based on Schedule, assuming the student is not living with parents with 0 dependents	
	Full Time Schedule	**Part Time Schedule**	**Part Time Schedule**
Institutional	$19,860.49	$19,860.49	$19,860.49
Non-Institutional	$11,322	$16,983	$25,160
Total Charges	$31,182.49	$36,483.49	$45,020.49

PRACTICAL TRAINING SKILLS

During the Educational Program The Academy will provide opportunities to the student to practice skin care and other cosmetology industry services. Recipients of such services may pay The Academy to receive such services. The student understands and agrees that these opportunities are to permit her/him to gain experience required under state law to achieve the necessary licensing and learn appropriate practical training skills including, but not limited to cleaning, laundry and inventory stocking. The student further understands and agrees that the student undertakes such opportunities as part of their practical training, knowing that they are for her/his own primary benefit, and that the student is not to be considered an employee of The Academy and is not entitled to any employee compensation or other benefits.

ALTERNATE PRACTICAL TRAINING

The student further understands that if she / he is not willing to be a student and undertake these above practical training skills voluntarily on these terms listed above, then she / he may request in writing as submitted to the Admissions Director, for The Academy to provide massage mannequins or other artificial means to practice such services as a student, at an additional cost therefore, to the student, based on the cost of providing such means for her / his request/benefit and The Academy will undertake to do so in accordance with its current policies and procedures that are in effect at the time of enrollment. If she / he chooses to practice on massage mannequins or other Academy provided artificial means during her / his training, she / he acknowledges benefits lost from practicing guest handling skills in the student salon training area. The additional cost will result in 20 mannequins or other artificial means at the cost of $4999 The Academy provides for her / him that will comply with any state requirements and styling product costs of $5999 associated with her / him practicing as preferred on massage mannequins instead of live guests that would reimburse The Academy for the practiced services that she / he would otherwise provide to the guest instead of to a massage mannequin or other artificial means. Currently, the total additional cost for massage mannequins and styling product costs in the amount of $10, 998 will be charged for this choice.

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PAYMENT PLANS

Payments may be made by cash, check, money order, credit card or through a non-federal agency, Title IV aid, or consumer loan programs. A monthly installment plan managed by an outside third-party student account management firm may be available to those who qualify. The student is responsible for paying the total tuition, textbook and kit costs, and fees and for repaying any applicable loans plus interest.

OBJECTIVES

Esthetics training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform skin care and make up services (esthetics) on the general public. The Academy offers a 600 hour training program that meets CA state law standards.

The Academy provides education in all phases of esthetics. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by CA state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as an entry-level esthetician and esthetics manager.

PROGRAM CONTENT

SUBJECT	DISTANCE ED. HOURS	LIVE ED. HOURS	LIVE EDUCATION PRACTICAL OPERATION HOURS
HEALTH & SAFETY			
Health & Safety	40		35
Chemistry	10		
General Anatomy and Physiology	10		
Electricity	5		
DISINFECTION & SANITATION			
Infection Control	10		10
Physiology and Histology of the Skin	20		
Disorders and Diseases of the Skin	20		
Skin Analysis	20		70
SKIN CARE SERVICES			
Facial Machines	20		

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Facial Massage	20		40
Facial Treatments	5	15	70
Make Up	20		20
Skin Care Product Knowledge	15		
The Treatment Room	10	10	
HAIR REMOVAL			
Hair Removal and Lash and Brow Beautification		25	30
Lash Extensions	10	10	20
ADVANCED ADDITIONAL			
Advanced Topics & Treatments	20	10	
Chemical Peels	10	10	20
Guest Handling/ Front Desk Training		10	
History and Career Opportunities, Life Skills, Professional Image, Communicating for Success	20		
Resume Workshop, Career Planning, Skincare Business, Selling Products & Services	20		15
State laws and State Board Preparation	20		
Spray Tan		7	20
Brow Lamination + Brow Tinting		7	40
Hydrafacial		7	15
LED Light Therapy		7	10
Case Studies		10	32
TOTAL HOURS 900	325	128	447

GRADES:

The Academy utilizes a 100-point grading scale of which:
100-95% is equivalent to an “A”
94-90% is equivalent to a “B”

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89-85% is equivalent to a “C”

84-0% is not passing.

Grades are given for classroom theory and practical work, projects, and student salon training area performance. A student must be at an 85% or higher GPA to graduate.

The student salon training area grading scale is based on a 10-step process:

100%= 10 Completes in all 10 steps

90% = 9 Completes

80% = 8 Completes

70% = 7 Completes

60% = 6 Completes

50% = 5 Completes

40% = 4 Completes

30% = 3 Completes

20% = 2 Completes

10% = 1 Complete

50% or less may warrant the student to be removed from the student salon training area and returned to theory. An incomplete (I) will be given in each step for refusal of a guest or service.

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INSERT #5 Rationale for Longer Program Length – Cosmetology (1500 Hours vs. 1000 Minimum)

The Cosmetology program is structured at 1500 clock hours, which exceeds the California Board of Barbering & Cosmetology minimum requirement of 1000 hours by 500 hours. The institution has determined that the additional 500 hours are educationally justified and necessary to ensure graduates achieve advanced technical competency, industry readiness, and sustained employability in today's competitive beauty market. Although California reduced the minimum cosmetology training requirement to 1000 hours in 2022 from 1600 hours, the institution maintains a 1500-hour program to ensure comprehensive skill mastery, advanced technical training, and workforce readiness beyond entry-level licensure standards. The additional hours are allocated to the following enhancements:

1. Advanced Technical Skill Mastery

Students receive expanded supervised clinic experience in haircutting, color formulation, chemical texturizing, corrective services, hair extension and lash extension certification, and advanced styling techniques. The increased repetition improves precision, efficiency, and professional confidence.

2. Advanced Chemical and Color Correction Training

Additional instructional hours allow in-depth study of color theory, formulation analysis, corrective color procedures, and chemical safety. This ensures graduates can perform complex services beyond entry-level expectations.

3. Integrated Service & Client Consultation Development

Students receive enhanced training in comprehensive consultations, corrective service planning, and multi-service coordination to reflect real-world salon environments.

4. Business, Marketing & Career Preparation

Additional curriculum hours are dedicated to retailing strategies, client retention, social media marketing, financial literacy, salon management fundamentals, resume development, and interview preparation.

5. State Board & Competency Preparation

Structured theory review, mock written and practical examinations, and competency-based assessments are incorporated to support licensure success.

The institution has determined that the 1500-hour structure ensures graduates are highly prepared, technically competent, and competitive in today's evolving cosmetology industry.

Rationale for Longer Program Length – Esthetics (900 Hours vs. 600 Minimum)

The Esthetics program is structured at 900 clock hours, which exceeds the California Board of Barbering & Cosmetology minimum requirement of 600 hours by 300 hours. The institution has determined that the additional 900 hours are educationally justified and necessary to ensure graduates achieve advanced technical competency, industry readiness, and sustained employability in today's competitive beauty market. The institution maintains a 900-hour program to ensure comprehensive skill mastery, advanced technical training, and workforce readiness beyond entry-level licensure standards.

The additional hours support:

1. Advanced Skin Care Procedures

Students receive expanded training in customized facial treatments, corrective protocols, exfoliation techniques, advanced masking methods, and treatment planning for various skin conditions. As well as certifications in lash extensions, brow lamination and chemical peels.

2. Equipment & Technology Integration

Additional hours provide hands-on experience with modern esthetic equipment and modalities commonly used in professional spa and medical spa settings.

3. Clinical Experience & Client Interaction

Increased supervised clinic time strengthens consultation skills, contraindication assessment, sanitation compliance, and client communication.

4. Product Chemistry & Ingredient Analysis

Expanded theory instruction reinforces understanding of active ingredients, skin conditions, and treatment outcomes, improving professional judgment and service customization.

5. Business & Professional Development

Additional hours are dedicated to retailing, client education, spa operations, branding, and employment preparation to enhance employability and long-term success.

6. State Board Preparation

Structured review sessions and mock examinations are incorporated to promote licensure success.

The institution has determined that the 900-hour structure ensures graduates are highly prepared, technically competent, and competitive in today's evolving esthetics industry.